



# Maryland Judiciary

## Job Announcement

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<b>Opening Date:</b>	November 5, 2015	<b>Closing Date:</b>	Open until filled
<b>Job Title:</b>	Human Resources Associate	<b>First review date:</b>	11/19/15
<b>PIN:</b>	072564	<b>Position Type:</b>	Regular Full Time
<b>Location:</b>	District 5, Prince George's County	<b>FLSA Status:</b>	Non – Exempt
<b>Location:</b>	Upper Marlboro, Maryland	<b>Grade/Salary:</b>	J8 \$34,720 - \$41,234
		<b>Financial Disclosure:</b>	No

**Essential Functions:** This is a paraprofessional human resources position in the District Court. The Human Resources Associate acts as a liaison between the Judiciary Human Resources Department and District 5. This position manages Human Resources related issues which requires the receipt and review of all personnel documents for supervisory and subordinate staff. This position serves as the sole Human Resources contact for Prince George's County District Court. Greet visitors, answer, screen and route telephone calls. Answer calls and inquiries from employees. Coordinate recruitments, schedule interviews, prepare written justification of selections, of candidates, and all appointment documents for vacant positions. Complete Requisitions for Vacant positions and New Hires. Send offer and reject letters. Provide and schedule orientation schedules and documentation. Acquisition and assignment of District Court properties: Employee Handbook, parking permit, Courthouse ID, etc. Prepare separation forms. Update Organizational Chart listing locations and classifications of all active employees. Maintain confidential database containing all personal information on employees. Establish and maintain all regular employee confidential Human Resources records as well as maintenance of all high level supervisor's medical documentation. Also maintain all FMLA employee to employee Leave Donation documents with medical documentation. Contact and Back-up person for ordering Interpreters in absence of Administrative Assistant. Process "Special Set Cases" in absence of the Administrative Assistant in Judges Chambers. Attend HR Liaison Meetings when scheduled. Receive and submit employee injury reports. Print payroll ledgers from Control Web for Regular employees and maintain them.

**Education:** High School Diploma or GED

**Experience:** Three years of general clerical or administrative experience, one of which involved the application and implementation of human resources procedures, policies, regulations, and processing transactions.

**Preferred:** Bachelor's degree. Additional work experience performing human resources functions and applying and implementing human resources procedures and practices. Experience working in a government system with knowledge of the intricacies involving central processing and transactions approval.

**Skills/Abilities:** Thorough knowledge of Human Resources administration and practices. Knowledge of business English, including proper grammar, spelling and punctuation. Comprehensive knowledge of secretarial principles, practices, methods and techniques. Knowledge of Record Management procedures and policies. Skill in use of a personal computer, including Word Processing, Organizational Charts and Database software. Ability to deal with management, public, co-workers and representatives of agencies in a professional and tactful manner. Ability for work with sensitive and confidential materials. Ability to plan, organize, direct and train staff. Ability to analyze and resolve problems and to plan for long term results. Ability to handle multiple tasks and prioritize work.

All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov)

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.